

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

AMENDMENTS TO PETITION/LISTS/STATEMENTS/SCHEDULES

Amendments may be filed at any time before the case is closed. Otherwise, the case must be reopened upon the filing of a motion, notice and after hearing and payment of the appropriate filing fee. [Local Bankruptcy Rule 5010-1 Reopening Cases] There is no fee for filing an amendment. Pursuant to Federal Rule of Bankruptcy Procedure 1009 and Local Bankruptcy Rule 1009-1, the following procedure should be used when amending the petition/lists/schedules/statements of the debtor(s):

A. AMENDMENT ADDING CREDITORS:

1. Copy the entire schedule(s) to be amended
 - a. Add creditor(s), answering all questions required on schedule being amended
 - b. Debtor(s) must sign and verify amended Schedule(s):

If Individual:

"I certify under penalty of perjury that the foregoing is true and correct."

Date: _____

Signature of Debtor(s)

If Corporation/Partnership:

*Use Unsworn Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership-
Form 2*

- c. File original only of amendment with Court together with the following:
2. Notice to Additional Creditor(s) (Re Amendment) - See sample notice on reverse hereof with Certification evidencing service of the notice on the U.S. Trustee, any appointed trustee, and any and all entities affected by the amendment. (If multiple creditors being added, only one notice listing all creditors needs to be prepared.) [Original Only]
3. [If case filed after 1/16/90] Supplemental List of Creditors, with Cover Sheet signed by debtor(s). The supplemental list of creditors should contain only the name and address of the creditor(s) added by amendment and not included on the previously-filed list. The same preparation instructions apply.
4. Amendment Cover Sheet completed and signed by Attorney for Debtor(s), or *Pro Se* Debtor(s) [Original only]

NOTE: If the case is a **CLOSED Chapter 7 No Asset case**, a **Certificate and Affidavit for Adding Creditors to Schedules in a Closed Case** must be completed and filed. Amended schedules not required.

B. AMENDMENT OF PETITION/LISTS/SCHEDULES/STATEMENTS OTHER THAN ADDING CREDITOR(S)

1. Copy the entire petition/list/statement/schedule to be amended
 - a. Amend pleading, answering all questions required on pleading being amended
 - b. Debtor(s) must sign and verify amended Petition/List/Statement/Schedule. See A.1.b. above.
 - c. File original only of amended, signed Petition/List/Statement/Schedule with Court together with the following:

2. Amendment Cover Sheet completed and signed by Attorney for Debtor(s), or *Pro Se* Debtor(s). The Cover Sheet contains Notice of Amendment(s) to Affected Parties. [File original only]